

SCOPE OF WORK **(AMENDED 9-27-22)**

OVERVIEW. The following scope of services is included as a guide for respondents. It is designed to identify the minimum service level expected from the awarded party and, as such, may be modified and augmented, depending upon the experience of the firm, as necessary to complete the project. The Board seeks to consolidate its Osage Beach Administrative Office and Camdenton Targeted Case Management Office. The Board owns approximately 5.2 acres at Keystone Industrial Park, which also includes a commercial building (Keystone) located at 255 Keystone Industrial Park Drive, Camdenton, MO 65020, that can possibly be renovated to accommodate the consolidation of both offices. The Board needs to determine if renovations are feasible and cost effective. The Board has allocated funding for such renovations; however, the Board's funding is limited, and it must be determined if the Board can move forward with renovations prior to implementing Phase 2 (see below). The appendices to this RFP provide examples for respondents about the Board needs and are preliminary ideas for consideration but are not necessarily intended to be the final product(s):

1. Appendix "A" – Keystone Renovations with a new Addition
2. Appendix "B" – Keystone Renovations without a new Addition (Existing Space Only)
3. Appendix "C" – Parking Lot and Property Drainage Improvement Areas
4. Appendix "D" – General Concepts

General

The respondent being selected through this RFP process will enter into an agreement with the Board to provide architectural and construction management services related to the project at various phases and stages from pre-design to post-construction, if applicable. The level of service requested will vary based on the scope of any given project. Based on the requirements of the Board, the selected respondent shall provide architectural and construction management services meeting all standards and codes used in design for basic services as required on projects as follows:

Phase 1 (Construction Documents)

- Pre-Design Evaluation & Opinion (Stage 1)
- Project Cost Estimating/Condition Survey and Report (Stage 2)
- Design Options (Stage 3)
- Final Design Development (Stage 4)

Phase 2 (Construction Administration), if applicable

- Contract Documents/Bidding/Awards (Stage 1)
- Construction Completion (Stage 2)

Phase 1 (Construction Documents) Detail

The following Phase 1 (Construction Documents) detail is not an exhaustive list of all that may be required or necessary but will serve as a guide for respondents.

Pre-Design Evaluation & Opinion (Stage 1)

- Consult with the Board and other necessary and appropriate government units, utilities, organizations, and persons to ascertain project requirements
- Review existing drawings, plans, and actual conditions, and advise the Board on issues of concern regarding design, equipment selection, material selection, and cost estimation as well as cost (life cycle) analysis
- Review initial Board floor plans/drawings and make recommendations to the Board
- Should the Board approve advancement to the Cost Estimating/Condition Survey Report stage, the Board shall issue a written order to proceed

Cost Estimating/Condition Survey and Report (Stage 2)

- Investigate, analyze, and measure the existing facilities to the extent necessary to determine the information necessary for project work and feasibility of all project options
- Measure and verify floor plans and equipment locations in the existing building
- Review potential and/or existing system replacements/additions, analyze building components, heating/cooling load requirements, electrical capacities, septic/water capacities, and other infrastructure components
- Identify and document issues pertaining to any future project (accessibility, operations impact, etc.)
- Prepare probable construction cost estimates, including contingency costs and flexibilities, to assist the Board in determining feasibility and cost effectiveness
- Assist in the identification of grant or alternate funding opportunities, including preparation of documents required for compliance, at the request of the Board
- Prepare drawings and/or reports summarizing conditions and make recommendations to the Board
- Participate in Board and other administrative meetings as needed
- Should the Board approve advancement to the Design Options stage, the Board shall issue a written order to proceed

Design Options (Stage 3)

- Prepare design options, which shall show project design features, for review and approval by the Board
- Provide a detailed cost estimate separating labor and materials accompanying each design option developed (life cycle cost estimates to be provided upon the Board's request)
- Participate in Board and other administrative meetings as needed
- Should the Board approve the Design Option submission, the Board shall issue a written order to proceed with the Final Design Development stage

Final Design Development (Stage 4)

- Submit detailed final design drawings showing the general design, outline specifications, material cut sheets, material selection, and all components/schematics in relation to the project
- If alternate layouts, design, work items, and materials exist, the alternatives are to be prioritized with a recommendation of the best alternative with selection rationale outlined
- Prepare a list of all permits, licenses, review, and approvals as required
- Participate in Board and other administrative meetings as needed
- Advancement to Phase 2 (Construction Administration) will be pending Board review of reports, comments, and other documents, designs, and/or notices

Phase 2 (Construction Administration) Detail

If the Board determines the project is feasible and not cost prohibitive, the Board may decide to proceed with the project. The following Phase 2 (Construction Administration) detail is not an exhaustive list of all that may be required or necessary but will serve as a guide for respondents if the Board proceeds with the project.

Contract Documents/Bidding/Awards (Stage 1)

- Participate in Board and other administrative meetings as needed
- Assist in the preparation of detailed issuance of RFP(s) and project work contract documents in accordance with applicable Board Policies and/or local, state, and Federal regulations (codes, standards, and requirements) for all elements of the project work
- Assist the Board in pre-bid and pre-award meetings, obtaining bids, reviewing bids, award recommendation(s), and preparing of construction contract(s)

Construction Completion (Stage 2)

- General administration of the project until final completion and acceptance by the Board
- Participate in Board and other administrative meetings as needed

- Conduct a preconstruction conference, which shall include the awarded party, or its authorized representative, the contractor(s), authorized representatives of the Board, as well as representatives of any other public or private agencies which the Board determines should be in attendance
- There shall be no change in the scope of the work or in materials specified by the awarded party until approval for such change has been given in writing by the Board
- At the preconstruction conference, the awarded party shall witness that all necessary permits and licenses have been obtained and all necessary documents have been received and approved by the Board
- Assist in the evaluation of product or systems substitutions
- Coordinate warranty submissions with manufacturers
- Provide progress reviews, verification to design adherence, and project component completion to the Board and other authorities as required (Board prefers 25%, 50%, and 75% completion)
- Provide progress prints, specifications, and revised cost estimates, if applicable at specified intervals (Board prefers 25%, 50%, and 75% completion) for the Board's review and approval
- Throughout the completion of the project, prepare and update (Board prefers at 25%, 50%, and 75% completion) an estimate of construction costs, which shall include approved extra costs, change orders, and remaining contingency balance
- Review and evaluate submittals/claims for extra costs and change orders as well as make recommendations to the Board on approval/denial of such submittals/claims
- Inspect the construction site and actively participate in on-site construction meetings
- Advise the Board regarding interpretations of contract documents and payments to contractors
- Review and make recommendations to the Board on any claims received from contractors - determine the amount owed to a contractor and issuance of certificates for payment in such amounts – by reviewing and approving a certificate for payment, the awarded party will also represent to the Board that, to the best of its knowledge, information, and belief, based on what its observations have revealed, the quality of the work is in accordance with the Contract Documents
- Conduct and assist the Board for substantial completion by preparing a punch list, including project component completion inspections and conducting an overall final inspection, as part of the Certificate of Completion closeout process, which shall be required and must be approved by the Board as an acceptance of the work performed.
- Furnish to the Board, based on marked up prints, drawings and other data furnished by the contractor, a set of reproducible drawings showing all construction (elements/systems) as actually built
- Provide the Board with AutoCAD files in a format acceptable to the Board and one set of reproducible drawings
- Secure and transmit to the Board all required guarantees, affidavits, releases, bonds, and waivers and other closeout documents.
- **Acquire a logbook or certified copy of a logbook (if applicable and part of the RFP for and contract with a construction contractor), showing the recorded hours worked on the job site, weather conditions, list of visiting officials, daily activities, decisions, manning levels by trade, observations in general, and specific observations in more detail from the construction contractor at the completion of the project, which shall be delivered by the awarded party to the Board**

The desired timelines for each phase of this project are:

- Phase 1 (Construction Documents), stages 1 through 4 as approved by the Board – **by April 11th, 2023**
- Phase 2 (Construction Administration), if approved to proceed by the Board – **by April 9th, 2024**

Respondent proposals should be as detailed as possible and practical; however, a summarized bid sheet shall be included for each phase and stage cost for immediate reference (**see Exhibit 1 – Bid Summary Sample**).

PLEASE NOTE: This is a public works project. Principal contractors and all subcontractors hired to complete the project must follow Missouri Prevailing Wage Law if public works projects are valued over \$75,000.